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CITY LICENSE APPLICATION
THIS APPLICATION IS SUBJECT TO REVIEW BY THE PUBLIC
PLEASE TYPE OR PRINT IN INK

CITY OF SAINT PAUL
Office of License, Inspections
and Environmental Protection
350 St. Peter Street, Suite 300
Saint Paul, Minnesota 55102
(651) 266-9090 Fax (651) 266-9124
Web: www.ci.stpaul.mn.us/liep

LICENSES ARE NOT TRANSFERABLE
PAYMENT MUST BE RECEIVED WITH EACH APPLICATION

Type of License(s) being applied for: _____ \$ _____
_____ \$ _____

Organization Name: _____

Organization Address: _____
Street Address City State Zip

Mail To Address: _____
Street Address City State Zip

Contact Name and Phone Number: _____

List all officers of the organization:

OFFICER NAME	TITLE (Office Held)	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EVENT INFORMATION:

Event Address: _____

Date(s) of event(s) / Hours of operation: _____

MINNESOTA TAX IDENTIFICATION NUMBER - Pursuant to the Laws of Minnesota, 1984, Chapter 502, Article 8, Section 2 (270.72) (Tax Clearance; Issuance of Licenses), licensing authorities are required to provide to the State of Minnesota Commissioner of Revenue, the Minnesota business tax identification number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of the Minnesota Tax Identification Number:

- This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding or motor vehicle excise taxes;
- Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.

Minnesota Tax Identification Numbers (Sales & Use Tax Number) may be obtained from the State of Minnesota, Business Records Department, 600 Robert Street North, Saint Paul, MN (651-296-6181).

Social Security Number: _____

Minnesota Tax Identification Number / Tax Exemption Number: _____

9 If a Minnesota Tax Identification Number is not required for the business being operated, indicate so by placing an "X" in the box.

CERTIFICATION OF WORKERS' COMPENSATION COVERAGE PURSUANT TO MINNESOTA STATUTE 176.182

I hereby certify that I, or my company, am in compliance with the workers' compensation insurance coverage requirements of Minnesota Statute 176.182, subdivision 2. I also understand that provision of false information in this certification constitutes sufficient grounds for adverse action against all licenses held, including revocation and suspension of said licenses.

Name of Insurance Company: _____

Policy Number: _____ Coverage from _____ to _____

I have no employees covered under workers' compensation insurance _____ (INITIALS)

**ANY FALSIFICATION OF ANSWERS GIVEN OR MATERIAL SUBMITTED
WILL RESULT IN DENIAL OF THIS APPLICATION**

I hereby state that I have answered all of the preceding questions, and that the information contained herein is true and correct to the best of my knowledge and belief. I hereby state further that I have received no money or other consideration, by way of loan, gift, contribution, or otherwise, other than already disclosed in the application which I herewith submitted.

Signature (REQUIRED for all applications)

Date

We will accept payment by cash, check (made payable to City of Saint Paul) or credit card (M/C or Visa).

IF PAYING BY CREDIT CARD PLEASE COMPLETE THE FOLLOWING INFORMATION:

9 MasterCard **9** Visa

EXPIRATION DATE:

ACCOUNT NUMBER:

99/99

9999

9999

9999

9999

Name of Cardholder (please print)

Signature of Card Holder(required for all charges)

Date

SPECIFIC APPLICATION REQUIREMENTS

If applying for - Close Out Sale

- _____ Attach a letter stating the reason for the sale, and a list of inventory, including wholesale or retail prices.
- _____ Complete the attached affidavit.

Tag Days

- _____ Attach a letter requesting the tag days license.
The letter should include the purpose and use of solicitation funds, names of people responsible for the distribution of collected funds, date, hours and location of solicitation.
- _____ Attach a financial statement which includes the amounts of any wages, fees, commissions, costs or expenses paid or which are expected to be paid in connection with solicitation. Also list names of persons to whom payments have been made or will be made and the amounts of such payments.
- _____ Attach a copy of the budget showing solicitations for this fiscal or calendar year.

Transient merchant

- _____ Attach information of where business will be conducted (name of business and address)
- _____ Include Ramsey County Transient Merchant License Number.

Entertainment (for liquor establishments without an annual entertainment license)

- _____ Attach a letter requesting the temporary entertainment license.
The letter should include the name and date of the event, hours of operation, and location of entertainment.

Note: Limit of 3 per year.

Liquor-Extension of service area (for establishments with an annual liquor license)

- _____ Attach a letter requesting the extension of service area for liquor and/or entertainment.
The letter should include the name and date of the event, hours of operation, location of liquor service, and type of security and enclosures to be provided.
- _____ Attach district council approval or petition of approval from 60% or more of your neighbors within 300 feet.
- _____ Provide a notice 30 days prior to proposed event to all residents within 300 feet.

NOTE: Limit of 12 per year.

Liquor Catering (for establishments with a State Catering License and City On Sale Liquor License)

- _____ Complete Special Event Food Review and License Application (**must apply for the annual license**)

Liquor Catering (for establishments with a State Catering License and no City Liquor License)

- _____ Attach a diagram showing the liquor service area and the security provided.
- _____ Attach a letter of intent for requesting the temporary license.
The letter should include the nature of the event and whether it is public or private, address of the event, date and hours during which liquor will be sold/served, and the proposed use and disbursement of profits from the sales.
- _____ (If sales are to be made on a premise other than your own) attach a letter of consent from the owner and/or person with lawful responsibility for premise from which license is being requested.
- _____ (If sales will be in any city parks) attach a copy of permission from Parks and Recreation Department.
- _____ Attach liquor liability insurance.
Insured must list the corporate name, doing business as, address of event, policy #, and dates of liquor coverage.

Liquor, Wine or Malt (3.2) On Sale-Temporary (for non-profit organizations only)

- _____ Attach proof of non-profit status and letter of intent for requesting the temporary license.
The letter should include the nature of the event and whether it is public or private, address of the event, date and hours during which liquor will be sold/served, and the proposed use and disbursement of profits from the sales.
- _____ (If sales are to be made on a premise other than your own) attach a letter of consent from the owner and/or person with lawful responsibility for premise from which license is being requested.
- _____ (If sales will be in any city parks) attach a copy of permission from Parks and Recreation Department.
- _____ Attach liquor liability insurance.
Insured must list the corporate name, doing business as, address of event, policy #, and dates of liquor coverage.

NOTE: Alcohol Awareness Training is required yearly per organization.

Limit of one (1) temporary license per organization at any one location within a 30-day period.

No outside service area shall be permitted unless safety barriers or other enclosures are provided.

No outside service area shall be located on public property or upon any street, alley, or sidewalk.